

## ***Facilitating Online 2011***

<i>SMS Code</i>	LT702001		
<i>Level</i>	5	<i>Credits</i>	10
<i>Total Learning Hours</i>	100	<i>Contact Hours</i>	30
<i>Work Experience Hours</i>	nil	<i>Self Directed Hours</i>	70

### ***Introduction***

In this course you are offered a mix of online learning methods. Attendance at the virtual course meetings is optional; however, the course meetings, weekly activities and assessment rely on interaction with your peers. This will occur via participants' blogs, web conferencing, email group, and one-to-one Skype meetings. There will be a mix of activities and self-directed work. Overall you can expect to spend on average 5-6 hours to week studying in this subject over one semester.

**Online material** is located on WikiEducator, an open access wiki platform (Course wiki). The Course Blog will be used for weekly announcements and summarising the week's activities and to link you to individuals' blogs. The Course Email Group will provide another route for group communication and discussion.

#### **Links:**

- Course wiki: [http://wikieducator.org/Facilitating\\_Online](http://wikieducator.org/Facilitating_Online)
- Course Blog: <http://facilitatingonlinecommunities.blogspot.com>
- Course email group: <https://groups.google.com/group/facilitating-online-communities>
- Adobe Connect virtual meeting room: <https://adobeconnect.op.ac.nz/fo2011>

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### ***Aim***

To enhance understanding of how to facilitate in the online environments, using a range of synchronous and asynchronous online communication tools.

## ***Learning Outcomes***

At the successful completion of this course, students will be able to:

1. discuss the features of online communities and networks
2. explore the principles and practices of online facilitation
3. apply a variety of communication tools to facilitating online plan, facilitate and evaluate an online event.

## ***Course expectations***

### **Equipment**

You will need access to a headset that includes a microphone for use during the live web conferences.

### **Course content**

Course content is delivered via readings, videos, and recordings. We also have weekly online meetings/seminars via Adobe Connect and other web-conferencing tools which not only provide course content but allow you to network, become familiar with online communication and offer you the opportunity to practice your online facilitation skills. As the course progresses, you will be advised of external online events. Again, attendance is not compulsory but provide alternative opportunities to witness and experience online facilitation.

### **Participation**

Whilst it may appear that there is a large amount of content and events happening, it is up to you to decide what to engage with or attend to meet your learning needs. Nevertheless, if you do not connect with other participants on your blog, other participants' blogs or at live events, you will miss out on the learning that comes from working with others in an online community.

## ***Topics and Timetable for 2011***

<b>Dates</b>	<b>Live online events (NZ time)</b>	<b>Topics</b>
18 <sup>th</sup> July <b>Introduction to Facilitation Online</b>	Adobe Connect Times TBA	Orientation to the course  <b>Blog:</b> Set up blog and introduce yourself and your work.
25 <sup>th</sup> July <b>Setting the scene</b>	Adobe Connect Times TBA	Think what you want to explore during FO2011  <b>Blog</b> – Make a plan for what you want to learn and explore
1 <sup>st</sup> August <b>The 'who', 'what' and 'why' of online</b>	Adobe Connect Time TBA: Speaker TBA	Factors that impact on online facilitation – what is an online network and community  <b>Blog</b> – Consider that online facilitation is

<b>facilitation</b>		
8 <sup>th</sup> August <b>What is online facilitation?</b>	Adobe Connect Time TBA: Speaker TBA	Discuss what online facilitation is  <b>Blog</b> – Discuss models of facilitation
15 <sup>th</sup> August <b>Case studies</b>	Wiziq Time TBA: Speaker TBA	Case studies exploring eMentoring, facilitating asynchronous discussions and live events Set up Wiziq (web-conferencing tool) <b>Blog</b> – Key things to remember when facilitating an even
22 <sup>nd</sup> August <b>The idea</b>	Adobe Connect Time TBA: Speaker TBA	What skills do you need as an online facilitator? Using Skype for online facilitation  <b>Blog</b> – What your ideas for your event include do far ? <b>Assignment 1</b> – August 19th 17.00 hours New Zealand
29 <sup>th</sup> August <b>Bringing a team, community, network or group together</b>	TBA	Bringing people together in an online environment. Using social networking websites for online facilitation Make sure you can access TinyChat  <b>Blog</b> – How you will attract people to your online event?
5 <sup>th</sup> September <b>Working collaboratively, planning and recording decisions</b>	TBA	Communication tools used for online communication and collaboration  <b>Blog</b> – How do you collaborate online?
12 <sup>th</sup> September <b>Marketing, recruiting helpers and participants</b>	Join a Twitter event  Adobe Connect Preparing for the course mini conference Wednesday 18th May at 19.00 hours	Planning for an online event Set up a Twitter account  <b>Blog</b> – Marketing your online event
19 <sup>th</sup> September <b>Managing the event or activity</b>	Adobe Connect Kate Timms-Dean  Online facilitation and cultural competence Date/time TBA	Working online with people from many cultures, ethnicities and nationalities, with different languages, customs and social norms.  <b>Blog</b> - What does it mean to be a culturally competent facilitator?
26 <sup>th</sup> September-9 <sup>th</sup> October	BREAK	
10 <sup>th</sup> October <b>Evaluating and</b>		Methods for reflecting on and evaluating your online event and

reflecting on an event	Adobe Connect Bronwyn Hegarty Evaluation of your online facilitation Date/time TBA	facilitation  <b>Blog</b> - Ideas about how you will evaluate your online facilitation  <b>Assignment 2</b> – October 21st 17.00 hours New Zealand
17 <sup>th</sup> October <b>Preparing for the course mini conference</b>	Elluminate Last minute questions about mini conference Wednesday 8th June 19.00 hours and/or Thursday 9th June 12.00 hours	Prepare your event for the mini conference  <b>Blog</b> – Post your plan for your event
25 <sup>th</sup> October – 4 <sup>th</sup> November (2 weeks) <b>Mini-conference</b>	<b>Mini-conference</b>	Facilitate your event and attend the events of other course participants
7 <sup>th</sup> November <b>Sum up of course and evaluation of mini event</b>	Elluminate Mini conference debrief and course evaluation Dates/Times TBA	<b>Blog</b> – Summarise your learning during the course  <b>Assignment 3</b> - November 11th 17.00 hours New Zealand

## Assignments

There are three summative assignments. Alongside are weekly formative blogging activities that build toward the summative assignments. Whilst these activities are not compulsory, we do recommend that you complete them as they will help you prepare for the summative assignments and give you the opportunity to receive formative feedback to support your thinking and preparation.

### Assignment 1: Online communities and networks

**Learning Outcomes:** 1 and 2

**Marks:** 'Pass' or 'Not passed'

**Due Date:** August 19th 17.00 hours New Zealand

Write a blog post that explores:

- the features of online communities and networks;
- the elements of skilful online facilitation.

Include in your post/s why it is important for an online facilitator to be aware how online communities and networks function.

### Marking criteria

There are no word limits. However, to pass this assignment you need to:

- follow the course schedule, read the assigned material and participate in any events;
- include original thoughts, reflections and references - don't just summarize readings or events;
- make connections between the weekly topics;
- make connections between your previous blog posts;
- make connections with posts that other participants have written.

**Assignment 2: Planning an online event****Learning Outcomes:** 3**Marks:** 'Pass' or 'Not passed'**Due Date:** October 21st 17.00 hours New Zealand

Write a blog post that explores:

- how online communication tools can be used to facilitate online;
- the process of facilitating an online event.

**Marking criteria**

There are no word limits. However, to pass this assignment you need to:

- follow the course schedule, read the assigned material and participate in any events;
- include original thoughts, reflections and references - don't just summarize readings or events;
- make connections between the weekly topics;
- make connections between your previous blog posts;
- make connections with posts that other participants have written.

**Assignment 3: Evaluate your facilitation of an online event****Learning Outcomes:** 4.**Marks:** 'Pass' or 'Not passed'**Due Date:** November 11th 17.00 hours New Zealand

This assignment requires you to report in your blog on your facilitation of an online event in the course mini conference.

- What went well, and what did not go so well
- How the event was organised and promoted
  - adequate information
  - support (technical and access)
  - relevant for the audience
- Whether the event was managed and conducted smoothly - particularly noting how you handled any disruptions.
- What efforts you made to ensure that all participants knew where they were supposed to be and when, and arrange technical support for people?
- How you set the stage, made introductions, explained the aims, and whether you managed to remain neutral and facilitatory.
- How you did a round up, drew closure and indicated where recordings and other follow up materials would be made available.
- Feedback from audience
- How you would do things in the future
- General comments and additions.

**Marking criteria**

There is no word limits on this post. However, to pass this assignment you need to address each of the elements outlined above.

### ***Marks***

Marks are not allocated to each assignment, only a 'pass' or 'not passed'. You must successfully complete all assignments to be awarded a pass in the course. One re-submission per assignment is possible if a pass is not obtained the first time. (Note: feedback given on draft copies of assignments does not affect the re-submission regulations.)

### ***Extensions***

Please note that you must request an extension before the due dates.

